



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

Canc frp: DEC 02

NAVPHIBASELCREEK/
REGPUBSAFETYNOTE 1301

N1
19 JUN 2002

NAVPHIBASELCREEK/REGPUBSAFETY NOTICE 1301

Subj: NOTIFICATION OF DUTY ASSIGNMENTS AND COLLATERAL
DUTY ASSIGNMENTS FOR NAVPHIBASE LITTLE CREEK/REGPUBSAFETY
STAFF AND STOREFRONTS

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32 (Series)

Encl: (1) Duty Assignments
(2) Collateral Duty Assignments
(3) Boards/Committees Members Listing

1. Purpose. To promulgate enclosures (1) through (3) in accordance with references (a) and (b), for the information of all hands.

2. Information. Assignments listed in enclosures (1) through (3) constitute official notification of assignment. No other written designation will be made except where existing directives require individual notification and/or designation.

3. Action

a. Personnel listed herein shall familiarize themselves with applicable references and other pertinent directives in the performance of their assignments.

b. NAVPHIBASE LCREEK Department Heads, Program Manager Staff, and Storefront Directors/Managers shall ensure personnel under their cognizance carry out assigned duties in a timely fashion.

c. Recommendation for changes to enclosures (1) through (3) shall be provided to the Administrative Officer.


B. BOLIVAR BUSH
By direction

Distribution:
NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB, IC, ID - Case B

DUTY ASSIGNMENTS

DUTY ASSIGNMENT

CODE

INCUMBENT

INSTALLATION COMMANDER STAFF

COMMANDING OFFICER	N00	CAPT JAMES L. O'KEEFE III
EXECUTIVE OFFICER	N01	CDR B. BOLIVAR BUSH
CO'S SECRETARY	N00A	MRS. JANE CARPENTER
COMMAND MASTER CHIEF	N00B	CMDCM(SW/AW) SCHNURBUSCH
CAREER COUNSELOR	N00C	NCCS(SW/AW) ANDERSON
EQUAL OPPORTUNITY ADV	N02EO	MS. JACKIE EDMUNDS
CHAPLAIN	N02G	CAPT MICHAEL DIAZ
STAFF JUDGE ADVOCATE	N02L	LT DAVID LEE
MANAGEMENT SUPPORT	N02MS	MS. JOYCE DEGUZMAN
NAVY EXCHANGE	N02NEX	MR. BRUCE VAN KLEECK
PUBLIC AFFAIRS	N02P	MR. LAMAR RAKER
STAFF PLANS/TRAINING	N02SP	LT ED VARGAS
ADMIN OFFICER	N1	MR. STEVE CRABB

REGIONAL PUBLIC SAFETY PROGRAM MANAGER STAFF

EXECUTIVE DIRECTOR	N00ED	MS. PAM PINE
REG SECURITY DIRECTOR	N03	CDR DON PRICE
DEPUTY REG SECURITY	N03D	MR. MILT HEMMINGSEN
REG PHYSEC OFFICER	N03PS	CWO4 BILL WAGNER
LITTLE CREEK PRECINCT	N03LC	LTJG DAVID DOZIER
PENINSULA PRECINCT	N03PN	LCDR FRED TURNER
PORTSMOUTH PRECINCT	N03PT	LTCOL AL POWELL
SEWELLS POINT PRECINCT	N03SP	CDR TITO ARANDELA
VIRGINIA BEACH PRECINCT	N03VB	LTJG DANIEL RITENBURG
NORTHWEST PRECINCT	N03NW	OSCS (SW) MACIONIS
HAMPTON AREA SHORE PATROL	N03HASP	MACS(AW) BROWN
EODMU 2 DET NORFOLK	N03EODN	CWO4 CHARLES HERNDON
EODMU 2 DET YORKTOWN	N03EODY	LT TOM MURPHY
REG FIRE RESCUE DIRECTOR	N04	MR. JAMES MEAGHER
LITTLE CREEK DISTRICT	N04LC	MR. JOE SYMONDS
PENINSULA DISTRICT	N04PN	MR. WILLIE DINKINS
PORTSMOUTH DISTRICT	N04PT	MR. GEORGE HURLEY
SEWELLS POINT DISTRICT	N04SP	MR. ROGER FAWCETT
VIRGINIA BEACH DISTRICT	N04VB	MR. JAMES KLINE
NORTHWEST DISTRICT	N04NW	MR. GARY JAMES
REG OSH DIRECTOR	N05	MS. CINDY WILLIAMS
LITTLE CREEK OSH	N05LC	MS. GLENNA MAYNARD
PENINSULA OSH	N05PN	MR. JOE DILL
SEWELLS POINT OSH	N05SP	MS. LINDA VACCA
VIRGINIA BEACH OSH	N05VB	MR. MANNY PEREZ

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INSTALLATION COMMANDER'S STOREFRONTS/SITES

<u>DUTY ASSIGNMENT</u>	<u>CODE</u>	<u>INCUMBENT</u>
BACHELOR HOUSING (PERM)	N01BH	MR. WALT JONES
FAMILY ADVOCACY	N01FAP	MR. JERRY MACCAULEY
FLEET FAMILY SVCS CENTER	N01FFSC	MS. DOROTHY HUNDLEY
FOOD SERVICES	N01GAL	MSC(SW) BAUERSFELD
HUMAN RESOURCES	N01HRO	MS. DONNA SNYDER
INFO TECHNOLOGY	N01IT	MR. RICHARD ARMSTRONG
FIRST LIEUTENANT	N01LT	LT MICHAEL TREST
MAIL SERVICES	N01MAIL	PC2 GROGG
MORALE, WELFARE, REC	N01MWR	MS. MARYLOU WILLIARD
PORT OPERATIONS	N01OPS	LT HARRY PUTNAM
ORDNANCE	N01ORD	LT GREG AYDELOTTE
PUBLIC WORKS	N01PWC	CDR ANDY ASHE
		LCDR HECTOR ARELLANO (PG)
SUPPLY	N01SUP	LT MATT SMITH

LITTLE CREEK ADDU/SUPPORTED ACTIVITIES

BOONE DENTAL CLINIC	A/DEN	CDR IOANA BETTOS
BOONE MEDICAL CLINIC	A/MED	LCDR ANNE SWAP
COMMISSARY	A/COMM	MR. RON EARLY
NAVY COLLEGE	A/NAVCOL	MR. GUS GOANOS
NAVY/MARINE CORPS RELIEF	S/NMCR	MS. CHRISTINE MURRAY
PERSONNEL SUPPORT DET	A/PSD	LT JOHN POPHAM

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COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
Accountable Officer (Material/Equip)	NAVSUP P485	LT Matt Smith
ATO (Anti-Terrorism Officer)	ONI 3300.55	Mr. Gene Myers
ABNB Credit Union Liaison Officer	SNI 5381.5	Ms. Joyce deGuzman
Bank of America Liaison Officer	SNI 5381.5	Ms. Joyce deGuzman
CACO (Casualty Assistance Calls Officer)	ONI 1770.1	Mr. Steve Crabb
Program Coordinator		
Chief Master at Arms	ONI 3120.32C	MACS (AW/SW) McIntyre
Classified Material Control Custodian	ONI 5530.14	ETCM(SW) Pawlin
Combined Federal Campaign Coordinator	SNI 5340.6	LT Ed Vargas
Command Financial Specialist	ONI 1740.5	MSC(SW) Bauersfeld
Command Fitness Coordinator	ONI 6110.1	ENC(SW) Pinto
Command Historian	ONI 5750.12	Mr. Lamar Raker
Command Indoctrination Program Coordinator	ONI 5351.1	MS1(SW) Thompson
Command Managed EO Coordinator	ONI 5354.1 & 5350.10	CMDMC(SW/AW) Schnurbusch
Command Security Manager	ONI 5510.1	CDR B. Bolivar Bush
Command Training Officer	SNI 1500.9	LT Ed Vargas
Commercial Business Clearance Officer	NABI 1740.3	LT Dave Lee
DAPA (Drug and Alcohol Abuse Program Advisor)	ONI 5350.4B	Ms. Jackie Edmunds
Directives Control Officer	SNI 5215.1	YNC(AW) Wilcoxson
Disaster Preparedness Officer	ONI 3140.24 & 3440.16	LT Michael Trest/ LT Ed Vargas (Asst)
Electrical Safety Officer	ONI 3120.32	Mr. Dave Edwards
Energy Conservation Officer	ONI 4100.5	LT Michael Trest
Environmental Protection Coordinator	NAVSUP 5100.11	Ms. Stephanie McManus
Equal Employment Officer	ONI 12720.4	CAPT James L. O'Keefe
Exceptional Family Member POC	ONI 1754.2	NC1(SW) McElroy
Explosive Safety Officer	ONI 8023.23	Ms. Glenna Maynard
Family Advocacy Command Coordinator	ONI 1752.2	CMDCM(AW/SW/) Schnurbusch
Family Care Plan Coordinator	ONI 1740.4A	Ms. Jackie Edmunds
Fire Marshal	ONI 11320.23	Mr. Joe Symonds
FOIA Coordinator	SNI 5720.42	LT Dave Lee

COLLATERAL DUTY ASSIGNMENTS

<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
Fraud, Waste, Abuse Officer Government Travel Card Coordinator	SNI 5430.92 NAVCOMPT 7300	LT Dave Lee Ms. Jennifer Green (Pri) Ms. Joyce deGuzman (Alt) LT Matt Smith
HAZMAT Liaison Information System Security Officer LIMDU Program Coordinator Management Control Program Coordinator Military Cash Awards (MILCAP) Coordinator/ Beneficial Suggestion	ONI 5090.1 ONI 5239.1/NAVSUP 5239.1 ENLTRANSMAN Chap 27 SNI 5200.35 ONI 1650.8	Mr. Richard Armstrong Ms. Jackie Edmunds Ms. Nellie Loyola Mr. Steve Crabb
MLSR Officer Naval Warfare Publications Custodian Navy Blood Drive Program Rep NMCRS Subarea Coordinator Naval Reserve Coordinator Official Mail Manager Operations Security Officer OSHA Activity Coordinator Pass Liaison Representative Photo Liaison Officer Physical Security Specialist Pregnancy Awareness Coordinator Range Safety Officer Privacy Act Program Coordinator Records Disposal Officer Religious Offering Fund Administrator SAVI POC	ONI 5350.14 NWP O CNRMA/SOPA ADMIN HAMPINST 5400.1E SNI 5760.14 CNRFI 5420.12 ONI 5218.7 ONI 3070.1 ONI 5100.23E ONI 1000.23 ONI 3120.32 ONI 5530.14 OPI 6000.1A ONI 3591.1 SNI 5211.5 SNI 5212.5 SNI 7010.6 NAVOP 006/95	LTJG Dave Dozier ETCM(SW) Pawlin Ms. Jane Carpenter LT Ed Vargas Mr. Steve Crabb YNC(AW) Wilcoxson LT Ed Vargas Ms. Glenna Maynard YN2 Cardenas Mr. Lamar Raker Mr. Gene Meyers Ms. Jackie Edmunds GMC(SW) Callaway LT Dave Lee YNC(AW) Wilcoxson CAPT Michael Diaz Ms. Jackie Edmunds (Pri) YNC(AW) Wilcoxson (Alt) LT Ed Vargas
Savings Bond Coordinator	SNI 5120.3H	

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<u>DUTY</u>	<u>DIRECTIVE</u>	<u>INCUMBENT</u>
SEABEE Force Liaison	ONI 3120.32C	LT Michael Trest
Security Manager	SNI 5510.30A	CDR B. Bolivar Bush
Security Officer	ONI 5530.14	LTJG Dave Dozier
Senior Watch Officer	NABI 1601.1	LT Ed Vargas
Sponsor Program Coordinator	ONI 1740.3	CMDCM(AW/SW) Schnurbusch
STU-III Custodian	CNRMAI 2280.1A/2305.1	ETCM(SW) Pawlin
3M Coordinator	ONI 4790.4C	ETCM(SW) Pawlin
Telephone Control Officer	ONI 2061.1	Mr. Richard Armstrong
Terminal Area Security Officer	SNI 5230.2	Mr. Richard Armstrong
Transportation Incentive Program POC	SECNAV 192056Z APR 01	Ms. Jennifer Green
Urinalysis Coordinator	ONI 5350.4	MA1(SW) Strong
Victim/Witness Assistance Program Coordinator	SNI 5800.11A	LN2 Wells (Asst)
Volunteerism Coordinator	ONI 5350.6	LT Dave Lee (Pri)
Voting Officer	MPM 6210220/NAVADMIN 250/95	LTJG Dave Dozier (Alt)
Youth Advisory Council (Chairman)	BPI 1710.21	Ms. Jane Carpenter/
Watchbill Coordinator	SNI 1640.9	CMDCM(AW/SW) Schnurbusch
		LT Dave Lee
		Mr. Lamar Raker
		LT Edward Vargas

BOARDS/COMMITTEES MEMBERS LISTING

1. AMERICAN HERITAGE OBSERVANCE COMMITTEE:

CHAIRPERSON	EQUAL OPPORTUNITY ADVISOR	N02EO
MEMBERS	CHAPLAIN REP	N02G
	PAO REP	N02P
	STOREFRONT MWR MARKETING REP	N01MWR
	OTHER STAFF/STOREFRONT REPS	AS ASSIGNED

2. BACHELOR HOUSING QOL ADVISORY BOARD:

CHAIRPERSON	STOREFRONT BH MANAGER	N01BH
MEMBERS	STOREFRONT BOH MANAGER	BH REP
	STOREFRONT BEH MANAGER	BH REP

3. CENSORSHIP BOARD:

CHAIRPERSON	EXECUTIVE OFFICER	N01
MEMBERS	LEGAL OFFICER	N02L
	ADMIN OFFICER	N1

4. COMMAND ASSESSMENT TEAM (CAT):

CHAIRPERSON	EXECUTIVE OFFICER	N01
MEMBERS	ADMIN OFFICER	N1
	LEGAL OFFICER	N02L
	COMMAND TRAINING TEAM LEADER	N02SP
	COMMAND MASTER CHIEF	N00B
	COMMAND MANAGED EQUAL OPP	CME0
	COMMAND CAREER COUNSELOR	N00C
	DESIGNATED ENLISTED PERSONNEL	AS ASSIGNED

5. COMMAND RETENTION TEAM:

CHAIRPERSON	EXECUTIVE OFFICER	N01
MEMBERS	COMMAND MASTER CHIEF	N00B
	COMMAND CAREER COUNSELOR	N00C
	ALL DEPT/STOREFRONT CAREER COUNSELORS	AS ASSIGNED

6. COMMAND TRAINING TEAM:

CHAIRPERSON	COMMAND TRNG TEAM LEADER	N02SP
MEMBERS	A MINIMUM OF 8 PERSONNEL FROM STAFF/STOREFRONTS	AS ASSIGNED

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7. CPO MESS ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
V/CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
SECRETARY	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
MEMBERS	STOREFRONT PORT OPS REP	N01OPS

8. FAMILY ADVOCACY CASE REVIEW COMMITTEE:

CHAIRPERSON	MEDICAL REP	NAVMEDCEN
MEMBERS	SENIOR LINE OFFICER	N02SP
	LEGAL OFFICER	N02L
	FAP REP	N01FAP
	STOREFRONT PRECINCT COMMANDER	N03LC
	MENTAL HEALTH PROVIDER	N01FSC
	NCIS AGENT	NCIS
CONSULTANT	STOREFRONT FAP SUPERVISOR	N01FAP

9. MENU REVIEW BOARD

CHAIRPERSON	GALLEY REGIONAL COORDINATOR	N01GAL
MEMBERS	STOREFRONT GALLEY MANAGER	N01GAL
	GALLEY FOOD PRODUCTION CHIEF	N01GAL
	STAFF/STOREFRONT REPS	AS ASSIGNED

10. NON-NUCLEAR ORDNANCE/EXPLOSIVE HANDLING QUALIFICATIONS BOARD:

CHAIRPERSON	STOREFRONT SECURITY OFFICER	N03LC
BOARD OBSERVERS	RANGE SAFETY OFFICER	N02SP
	SAFETY REP	N05LC

11. OCCUPATIONAL SAFETY AND HEALTH POLICY COUNCIL:

CHAIRPERSON	EXECUTIVE OFFICER	N01
MEMBERS	STOREFRONT FFSC	N01FSC
	STOREFRONT PORT OPS OFFICER	N01OPS
	STOREFRONT PUBLIC WORKS REP	N01PWC
	STOREFRONT SAFETY MANAGER	N05LC
	STOREFRONT SECURITY OFFICER	N03LC
	STOREFRONT SUPPLY MANAGER	N01SUP
	STOREFRONT MWR MANAGER	N01MWR

12. CPO MESS ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
V/CHAIRPERSON	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
SECRETARY	APPOINTED BY BOARD/MEMBERSHIP	AS ELECTED
MEMBERS	STOREFRONT PORT OPS REP	N01OPS

13. OFFICER PROGRAMS INTERVIEW BOARD:

CHAIRPERSON	REGIONAL SECURITY DIRECTOR	N03
COORDINATOR	COMMAND CAREER COUNSELOR	N00C
MEMBERS	STAFF/STOREFRONT REPS	AS ASSIGNED

14. PETTY OFFICER/SAILOR OF THE QUARTER/YEAR BOARD:

CHAIRPERSON	COMMAND MASTER CHIEF	N00B
MEMBERS	STAFF/PRECINCT LCPO'S	AS ASSIGNED

15. PHYSICAL SECURITY REVIEW BOARD:

CHAIRPERSON	EXECUTIVE OFFICER	N01
MEMBERS	LEGAL OFFICER	N02L
	ADMINISTRATION OFFICER	N1
	STAFF PLANS OFFICER	N02SP
	STOREFRONT ORDNANCE OFFICER	N01ORD
	STOREFRONT PUBLIC WORKS REP	N01PWC
	STOREFRONT SECURITY OFFICER	N03LC
	CHIEF MASTER-AT-ARMS	N03LC
	STOREFRONT PRECINCT COMMANDER	N03LC
	PHYSICAL SECURITY SPECIALIST	N03LC
	COMMAND EVALUATION	N02MS
	STOREFRONT INFO TECH STAFF REP	N01IT
	STOREFRONT SUPPLY MANAGER	N01SUP
	STOREFRONT MWR MANAGER	N01MWR
	SENIOR WATCH OFFICER	N01OPS

16. PLANNING BOARD FOR TRAINING:

CHAIRPERSON	EXECUTIVE OFFICER	N01
RECORDER	STAFF TRAINING OFFICER	N02SP
	COMMAND MASTER CHIEF	N00B
	CO'S SECRETARY	N00A
	COMMAND CAREER COUNSELOR	NOOC
	EQUAL OPPORTUNITY ADVISOR	N02EO
	CHAPLAIN	N02G
	LEGAL OFFICER	N02L
	MANAGEMENT SUPPORT OFFICER	N02MS
	PUBLIC AFFAIRS OFFICER	N02P
	ADMIN OFFICER	N1
	STOREFRONT SECURITY OFFICER	N03LC
	STOREFRONT DISTRICT SITE MANAGER	N04LC
	STOREFRONT SAFETY MANAGER	N05LC
	STOREFRONT FFSC SITE MANAGER	N01FSC
	STOREFRONT GALLEY MANAGER	N01GAL
	STOREFRONT PORT OPS OFFICER	N01OPS
	STOREFRONT PUBLIC WORKS OFFICER	N01PWC
	STOREFRONT SUPPLY MANAGER	N01SUP
	STOREFRONT MWR MANAGER	N01MWR

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17. POSITION MANAGEMENT BOARD (PM):

PM REVIEW OFFICER	EXECUTIVE DIRECTOR	N00ED
MEMBERS	REGIONAL SECURITY DIRECTOR	N03
	REGIONAL FIRE DIRECTOR	N04
	REGIONAL SAFETY DIRECTOR	N05

18. CAREER DEVELOPMENT BOARD:

CHAIRPERSON	COMMAND MASTER CHIEF	N00B
MEMBER	COMMAND CAREER COUNSELOR	N00C
MEMBERS	DEPT LCPO	N02G
	DEPT LCPO	N02SP
	DEPT LCPO	N03LC
	DEPT LCPO	N1
	PRECINCT LCPO	AS ASSIGNED
	DEPT/STOREFRONT CAREER COUNSELOR	AS ASSIGNED

19. PUBLICATION REVIEW BOARD:

CHAIRPERSON	PAO	N02P
MEMBERS	COMMAND MASTER CHIEF	N00B
	LEGAL OFFICER	N02L

20. RECREATION (NAVPHIBASE LCREEK PROPER) COMMITTEE (MILITARY):

CHAIRPERSON	COMMAND MASTER CHIEF	N00B
MEMBERS	COMMAND CAREER COUNSELOR	N00C
MEMBER	SENIOR ENLISTED	N02G
	SENIOR ENLISTED	N02L
	SENIOR ENLISTED	N02SP
	SENIOR ENLISTED	N1
	SENIOR ENLISTED	N03LC
	SENIOR ENLISTED	N01OPS
	SENIOR ENLISTED	N01LT
	SENIOR ENLISTED	N01MWR
	SENIOR ENLISTED	N01GAL

21. RECREATION FACILITIES ADVISORY BOARD:

CHAIRPERSON	APPOINTED BY COMMANDING OFFICER	AS APPOINTED
MEMBERS	COMMAND MASTER CHIEF	N00B
	STOREFRONT MWR MANAGER	N01MWR

22. SAFE DRIVE COUNCIL:

CHAIRPERSON	STOREFRONT PRECINCT COMMANDER	N03LC
MEMBER	STOREFRONT PUBLIC WORKS REP	N01PWC
MEMBER	STOREFRONT SAFETY MANAGER	N05LC
MEMBER	STOREFRONT SECURITY OFFICER	N03LC